



**TENNESSEE DEPARTMENT OF EDUCATION (TDOE)  
 DIVISION OF SPECIAL POPULATIONS AND STUDENT SUPPORT  
 Tennessee Early Intervention System (TEIS) Grant Contract Application (EIRA)**

**Purpose of Application:** Upon review of this application and award of a contract, the Grantee shall serve as an Early Intervention Resource Agency (EIRA) and provide developmental therapy and on-going developmental assessments to Part C children and families in accordance with the child’s Individualized Family Service Plan (IFSP). Developmental Therapy services provided by the EIRA consist of Family Training and Special Instruction as defined by the Individuals with Disabilities Education Act (IDEA) 34 CFR §303.13.b.(3), 34 CFR §303.13.b(14) and the Rules of State Board of Education, Chapter 0520-01-10-.02(2).

**Contract period:** JULY 1, 2016-JUNE 30, 2019

**Agencies desiring to apply as an Early Intervention Resource Agency (EIRA) will complete and submit the EIRA application as indicated below.**

Agency:	
Program Director:	
Address:	
Phone Number:	FAX Number:
Email Address:	
Fiscal Contact Person:	
Phone Number:	Email Address:
Executive Director:	Email Address:
Address:	
<p><b>A Pre-response Conference will be held on <u>Thursday, March 24, 2016, 1:00 p.m. CST</u> at the below location. The purpose of the conference is to discuss the application and scope of services. Pre-response Conference attendance is not mandatory but highly recommended.</b></p> <p><b>The conference will be held at:</b></p> <p style="text-align: center;"><b>Davy Crockett Tower, 1st Floor                      500 James Robertson Parkway                      Conference Room 1B                      Nashville, TN 37243</b></p> <p style="text-align: center;"><b>Conference Call line:                      Local: 615-253-1431                      Long Distance: 1-877-344-7876</b></p> <p><b>Submit the Tennessee Early Intervention System Grant Contract Application and all required supporting documents by <u>Friday, April 15, 2016.</u></b></p>	

**Partial submissions WILL NOT BE ACCEPTED. Agencies who resubmit their application, due to the omission of required documents, are required to submit the application and supporting documents in its entirety. Partial applications as resubmissions WILL NOT BE ACCEPTED.**

**Hard copies of the Tennessee Early Intervention System Grant Contract Application and all supporting documents must be submitted via FedEx or UPS to the address listed below.**

**State of Tennessee  
Department of Education  
Attn: TEIS / Robin Crutcher  
10th Floor, Andrew Johnson Tower  
710 James Robertson Pkwy  
Nashville, TN 37243**

**Applying agencies will be notified by May 27, 2016 as to their status for an approved grant contract, including approved budget proposal. NOTE: If a contract is awarded, the period of the contract will be July 1, 2016-June 30, 2019 (36 months).**

**Questions regarding the Tennessee Early Intervention System Grant Contract Application process should be sent by email to Barbara Bridges at [Barbara.Bridges@tn.gov](mailto:Barbara.Bridges@tn.gov).**

**DO NOT CONTACT THE TEIS CENTRAL OFFICE OR THE FISCAL SERVICES TEAM (FST) DIRECTLY FOR ASSISTANCE WITH THE GRANT CONTRACT APPLICATION PROCESS.**

## Compliance Assurances for Use of IDEA Part C Funds

The Grantee hereby assures the IDEA Part C Program that the Grantee meets each of the following conditions:

1. IDEA Part C funds will be used only for the benefit of children ages birth through two with identified disabilities and/or developmental delays.
2. The Grantee understands that the grant contract is funded for three years, July 1 – June 30, and must reapply for consideration of continued funding.
3. The Grantee shall serve as an EIRA and provide developmental therapy and on-going developmental assessments to Part C eligible children and families in accordance with the child's IFSP or portion thereof, for which the Grantee accepts responsibility upon approval of this Grant Contract. Developmental Therapy services provided by the EIRA consist of Family Training and Special Instruction as defined by the Individuals with Disabilities Education Act (IDEA) 34 CFR §303.13.b.(3), 34 CFR §303.13.b(14) and the Rules of State Board of Education, Chapter 0520-01-10-.02(2).
  - a. These services may include direct intervention and consultation, and may be delivered in a variety of settings dependent upon the determination of the IFSP team. Interpreting is not a billable service, but may be needed to provide the service of developmental therapy. Interpretation is a procedural safeguard afforded to families when the mode of communication is other than English or the spoken language. The specific settings for each eligible child will be documented in their IFSP.
  - b. All services and supports, to the greatest extent possible, will be provided in the child's Natural Environment as defined by Federal Statute (IDEA), 34 CFR Part 303, and Tennessee Part C Policies and Procedures which can be found here <http://share.tn.gov/sos/rules/0520/0520-01/0520-01-10.20130630.pdf>, current as of the effective date of the contract.
4. For persons providing home and/or center based developmental therapy early intervention services to children who meet Tennessee's definition of eligibility under Part C of IDEA, the Grantee shall maintain a configuration of providers and supervisors with education, competencies, and experience in compliance with the State's minimum qualifications, listed below. The Grantee shall submit documentation of provider and supervision credentials upon request.
  - a. Providers of home based developmental therapy early intervention services:
    - i. All Grantee staff who provide home based developmental therapy must hold the minimum of a bachelor's degree.
    - ii. All Grantee staff must hold a Baccalaureate and/or Masters and/or Doctorate degree in early childhood special education, early childhood education, child and family studies (child development), early intervention, or related field. Related field means a degree in deaf education or visual disabilities, special education K-12, elementary education, communication disorders and speech language pathology. Social Work, nursing and psychology degrees are not considered related fields. This requirement does not apply to Grantee staff who provided these services prior to July 1, 2014.
  - b. Providers of center based developmental therapy early intervention services:
    - i. Providers must hold a high school diploma or equivalency and be supervised by staff who meet minimum degree requirements as listed below in subsection ii and iii.

- ii. All supervisors of providers of center based developmental therapy early intervention services must hold the minimum of a bachelor's degree.
  - iii. All supervisors of providers of center based developmental therapy early intervention services must hold a baccalaureate and/or masters and/or doctorate degree in early childhood special education, early childhood education, child and family studies (child development), early intervention, or related field. Related field means a degree in deaf education or visual disabilities, special education K-12, elementary education, communication disorders and speech language pathology. Social Work, nursing and psychology degrees are not considered related fields. This requirement does not apply to supervisors prior to July 1, 2014.
- 5. The Grantee's early intervention staff shall work with the TEIS POE District Office(s) of TEIS and other local providers in all phases of the IFSP process, as appropriate. The Grantee's early intervention staff are full partners with TEIS and other professional level staff of the IFSP team. As such, the Grantee is expected to fully support the principles of early intervention (<http://www.tn.gov/education/topic/tennessee-early-intervention-system-teis>) and the TEIS POE staff in all contact with families and other community partners. Website listed above is current as of the effective date of the contract.
- 6. The Grantee shall ensure that the staff that provides early intervention services have been informed about the Rights of Infants and Toddlers under Part C of IDEA [http://www.tn.gov/assets/entities/education/attachments/teis\\_brochure\\_rights.pdf](http://www.tn.gov/assets/entities/education/attachments/teis_brochure_rights.pdf) and are capable of sharing this information with families in a positive manner. Support for staff training on Part C rights and presentation to families is available from State staff as needed. Website listed above is current as of the effective date of the contract.
- 7. The Grantee shall ensure that staff are skilled in and have access to ongoing training regarding the documentation and implementation of best practices in the provision of IFSP services as required under Part C of IDEA.
- 8. The Grantee shall maintain staff and supports sufficient to:
  - a. Conduct or participate in the timely evaluations and/or ongoing assessments of children and families in accordance with Part C of IDEA and Federal and State Regulations.
  - b. Maintain capability for the provision of both direct and consultative services to Part C eligible children and their families, caregivers, and other interventionists. The number of service hours provided will be determined by the State based on the frequency and intensity of services specified on the IFSP's of children being served. The targeted percent of staff time, for direct service hours, will be set at a minimum of 50 percent (i.e .a minimum of 16 service hours per week to a maximum of 20 service hours per week) based on full time employee (FTE) of 32 to 40 hours per week. Staff, not including supervisors, providing home/community based developmental therapy will provide no less than eight (8) direct service hours per week.
  - c. Develop, implement, and evaluate appropriate written intervention plans of service individualized for those children for whom the Grantee has been identified as the responsible service provider on the IFSP maintaining ongoing data on child progress.



Support if center based services are rendered. Website is current as of the effective date of the contract.

15. The Grantee shall maintain and present upon request current licensure via the Department of Intellectual Disabilities (DIDD) if required by State law.
16. The Grantee shall ensure that any suspension of provision of service for any period of time shall require prior notification and justification to the State. Written approval from the State must be obtained prior to any suspension of services.
17. The Grantee shall maintain a daily record for each child's service, in the Part C data system, documented in the service log to include the service date, start/end times, actual setting, and service note detail. The Grantee shall also utilize the Part C data system contact log documenting all child/family communications. The State shall review this documentation during monitoring, and/or upon request.
18. The Grantee shall use the Assessment, Evaluation, and Programming System for Infants and Children (AEPS), Second Edition, or successor edition as approved by the State, to develop home based intervention plans. The Grantee shall complete an initial developmental assessment within 30 days of service delivery and prior to six month and annual IFSP reviews. The AEPS is aligned with the Tennessee Early Learning Development Standards (TNELDS). The Grantee may use other curriculums as resources to assist in the development of intervention plans.
19. The Grantee shall document initial, six month and annual developmental assessment information using the Assessment, Evaluation, and Programming System for Infants and Children (AEPS), Second Edition, or successor edition as approved by the State. Assessments will be documented in the Assessment, Evaluation, and Programming System for Infants and Children Interactive (AEPSi) web based system. Access to the system is provided by the State.
20. The Grantee shall ensure interrater reliability for the administration of the Assessment, Evaluation, and Programming System for Infants and Children (AEPS), Second Edition, or successor edition as approved by the State. Interrater reliability procedures will be provided by the state.
21. The Grantee shall participate in monitoring activities by the State which may result in corrective actions as determined by the State. If corrective action is needed the Grantee shall implement and track progress in order to maintain and/or achieve program compliance to federal and state requirements.
22. The Grantee shall adhere to the TEIS Operations Manual and updates on policies and procedures pertaining to EIRAs.

23. **Performance Measures - The Grantee shall be evaluated monthly by the State using Part C Data System data which will include an analysis and summary of the following:**
- a. **Maintain direct services to Part C eligible children and families at a minimum of 75 percent of baseline per month. After four months of noncompliance to provide services at 75 percent of baseline a decrease in the agency's contract funding will be initiated.**
  - b. **Maintain monthly timely delivery of services 100 percent of the time.**
  - c. **Early Childhood Outcome (ECO) data will be collected and reviewed for child progress.**
24. **The Grantee shall continue to participate in public awareness programs and/or child find activities as requested by TEIS.**
25. **The Grantee shall notify TEIS at least 15 days in advance of unilaterally discharging a child prior to the child completing his/her IFSP goals.**
26. **The Grantee shall be available to accommodate appointment times during normal business hours Monday through Friday. If requested the grantee will provide appointment times outside of normal business hours.**
27. **The Grantee shall ensure that budget revisions are received in TEIS central office no later than June 14, 2019 to ensure all budget revisions are completed prior to June 30, 2019. Budget revisions will not be accepted after June 14, 2019.**
28. **All invoices for services provided within the term of this Grant Contract, must be submitted to the State no later than October 31, 2017 for contract period July 1, 2016-June 30, 2017; October 31, 2018 for contract period July 1, 2017-June 30, 2018; October 31, 2019 for contract period July 1, 2018-June 30, 2019.**

**Signatures (Required):**

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**Executive Director**

**Date**

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**Agency Director**

**Date**

## **Grant Contract Award Application (EIRA) Instructions**

### **Overview**

Individuals with Disabilities Education Act (IDEA) Part C requires that each eligible child receive an Individualized Family Service Plan (IFSP) which represents appropriate interventions from various providers with various expertise at certain points in the child's development and eligibility period. Grant contracts allow for on-going access of services based on frequency and intensity as determined by the IFSP.

The TDOE has determined the following priority area(s):

### **Early Foundations and Literacy**

### **Instructions**

Complete and submit all documents accurately and in entirety. The application which contains the assurances must be signed and dated by the Agency Executive Director and the Agency Director. Do not include unnecessary information.

All required documents will be sent in hard copy via FEDEX or UPS with a tracking number to:

Department of Education  
Attn: TEIS / Robin Crutcher  
10th Floor, Andrew Johnson Tower  
710 James Robertson Pkwy  
Nashville, TN 37243

### **Required documentation - Staff providing home and center based developmental therapy services**

1. Grant Application
2. Agency narrative
3. Agency Demographic Workbook
4. Resumes (documenting experience with the birth through two populations) for all proposed staff providing services to Part C eligible children under the Grant Contract.
5. College transcripts
6. Licenses
7. Background Checks
8. Professional Liability Insurance [THIS SECTION SHALL NOT BE APPLICABLE IF THE VENDOR IS A GOVERNMENTAL ENTITY, UNIVERSITY OF TENNESSEE OR BOARD OF REGENTS COLLEGE OR UNIVERSITY]
9. Training Plan for Developmental Therapy service providers
10. Supervision Plan for Developmental Therapy service providers

### **AGENCY NARRATIVE REQUIREMENTS:**

1. Program history, including service delivery philosophy,
2. Provision for providing the service of developmental therapy to non-English speaking families to include provision of American Sign Language (ASL),
3. A statement of funding financial stability that indicates resources are in place to support the agency until payment is received from the grantee. T.C.A. 12-4-703 states "An agency which acquires property or services pursuant to a contract with a business shall pay for each complete delivered item of property or service in accordance with the provisions of the contract between the business and agency or, if no date or other provision for payment is specified by contract, within forty-five (45) days after receipt of the invoice covering the delivered items or service."

4. Describe how the following Division of Early Childhood (DEC) of the Council for Exceptional Children (CEC) Recommended Practices are trained, integrated, evaluated and supervised within your agency.

Leadership

Assessment

Environment

Family

Family Centered Practices

Family Capacity Building Practices

Family and Professional Collaboration

Instruction

Interaction

Teaming and Collaboration

Transition

\* Division for Early Childhood. (2014). DEC recommended practices in early intervention/early childhood special education 2014. Retrieved from <http://www.dec-sped.org/recommendedpractices>.

5. Verification of the ability to submit invoices electronically.

AGENCY DEMOGRAPHIC WORKBOOK: Enter information directly into the excel sheets.

RESUMES: Copies of resumes for all staff rendering services or providing supervision to those rendering services to Part C eligible children under the grant contract.

COLLEGE TRANSCRIPTS: Copies of college transcripts for all staff rendering services or providing supervision to those rendering services to Part C eligible children under the grant contract.

LICENSURES: Copies of credentials and any applicable licenses for all staff rendering services to Part C eligible children under the grant contract. If licensed as a teacher, please provide a copy of the State license.

BACKGROUND CHECKS: To ensure the safety of the children receiving early intervention services through the TEIS program the Grantee shall provide background checks for all persons that provide services under this grant contract prior to commencing work.

DO NOT click on the link in this email to move the websites listed below. **Type the website into your browser.** This will take you to the website. **These websites provide the required information at no cost to you.** Information is required from all three sites.

National sex offender registry found at <http://www.nsopw.gov/Core/Portal.aspx>

Screen print the results page (will include the provider's name) for Vendor Application submission.

Tennessee Bureau of Investigation's sex offender registry found at

<http://sor.tbi.tn.gov/SOMainpg.aspx>

Screen print the results page (will not include the provider's name); the agency representative conducting the search should write in the staff's name being searched and date & sign the results page.

The Department of Health's elderly or vulnerable person's registry found at <https://apps.health.tn.gov/abuseregistry>

Screen print the results page (will include the provider's name for Vendor Application submission).

#### PROFESSIONAL LIABILITY INSURANCE

[THIS SECTION SHALL NOT BE APPLICABLE IF THE VENDOR IS A GOVERNMENTAL ENTITY, UNIVERSITY OF TENNESSEE OR BOARD OF REGENTS COLLEGE OR UNIVERSITY.] The Grantee shall obtain and submit proof of professional malpractice liability insurance with a limit of not less than one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) aggregate covering all staff providing direct services to TEIS eligible children. Tennessee's Early Intervention System shall be named as a certificate holder.

The address that should be used to add TEIS as a certificate holder is:

Department of Education  
Attn: TEIS  
10th Floor, Andrew Johnson Tower  
710 James Robertson Pkwy  
Nashville, TN 37243

TRAINING PLAN (FOR DEVELOPMENTAL THERAPY STAFF): Training Plans outline the agencies process for ensuring that all staff providing services to Part C eligible children reflects best practice techniques and strategies.

SUPERVISION PLAN (FOR DEVELOPMENTAL THERAPY STAFF): Supervision Plans outline the agencies process for ensuring that all staff providing services to Part C eligible children have adequate supervision to provide home visiting best practice techniques and strategies.